District Response Task Force Initiative July/2009

Division of Field Services

Indiana Department of Homeland Security
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Essential Components of District Response Task Forces

1. **National Incident Management System –** Each DRTF must be compliant with NIMS.
2. **Collaboration –** Each DRTF must cultivate a collaborative environment that focuses on teamwork and unity of effort.
3. **Incident Command System -** Each DRTF must be capable of operating within advanced levels of the incident command system effectively.
4. **All Hazards -** Each DRTF must be prepared to respond to all hazards and should not focus on preparing for any one specific hazard.
5. **All Disciplines -** Each DRTF should incorporate and include members from firefighting, law enforcement, emergency medical, health, public works, and other disciplines which could contribute to the success of the task force.
6. **Planning -** Each DRTF should plan for everything using sound planning processes and theories.
7. **Elected and Appointed Officials -** Each DRTF must have the support of their elected and appointed officials.
8. **Best Practices –** Each DRTF should research best practices from across the country and implement them into their operating environment.
9. **Resource Management –** Each DRTF must manage resources effectively and efficiently.
10. **Leadership –** Each DRTF should ensure effective leadership principles are institutionalized ensuring that the task force sets the example for other responders in the district to emulate.

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Introduction

In the last two years, Indiana has experienced five federally declared disasters or emergencies. The tornadoes and flooding in June of 2008 was one of Indiana's most devastating disasters to ever hit the state. During these disasters, local communities became overwhelmed and required resources beyond their jurisdictional boundaries. Requests for resources by local communities exceeded the state's ability to provide the needed resources and resulted in the use of mutual aid from other states and from the federal government. The Indiana Department of Homeland Security (IDHS) has identified the need to be able to mobilize other response resources from around the state and utilize them to fill the needs of severely impacted local communities. By capitalizing on lessons learned and identified best practices, Indiana seeks to resolve this issue by the use of District Response Task Forces (DRTFs). A DRTF is a response asset designed to provide specialized response personnel and equipment to all 92 counties in Indiana, enabling them to protect the public, the environment, and property during natural and human caused incidents. These units may be mobilized to provide specialized response resources to overwhelmed communities during times of disaster. By developing DRTFs from the established homeland security districts in Indiana, response assets can be mobilized to support affected Indiana communities while maintaining a sufficient level of public safety assets in home communities. DRTFs will be formed in a collaborative and unified effort and is a top priority of the IDHS and the Indiana Strategy for Homeland Security.

The DRTF is an emerging concept for the State of Indiana, beginning in 2003 with the proposal to create Regional Weapons of Mass Destruction Task Forces. In 2007, the DRTF initiative emerged with a workgroup consisting of state and local emergency responders and emergency managers. This group formulated the Indiana DRTF Development Plan which was released by the IDHS in April 2008.

In an effort to update and streamline the DRTF initiative, the following document has been established as a general guideline for the development of DRTFs. Once created, the DRTFs will be a district asset that is staffed and managed by local emergency responders. The DRTFs will be operated through the coordinated effort of the many jurisdictions within a district with the intent that developed DRTFs will be deployable to local, regional and statewide incidents and could potentially deploy nationally in support of an Emergency Management Assistance Compact request.

Purpose

The purpose of this plan is to provide guidance for the development, administration, and implementation of DRTFs across the state. The task forces will be utilized to provide additional resources for implementation at the local, district, state, and national levels.

Vision

By 2012 the IDHS, in collaboration with local entities through the 10 District Planning Councils (DPCs), will expand overall response capabilities of the state by developing 10 DRTFs that are capable of responding to a wide variety of natural and human-caused incidents.

Mission

The mission of a DRTF is to improve state and local emergency response capabilities and provide specialized expertise and resources in a variety of emergency response disciplines. These specialized resources will be utilized to save lives, stabilize incidents, and protect property and the environment.

Assumptions

The following assumptions are made regarding the successful implementation of the DRTF initiative:

- DRTFs will improve state and local responses to natural, man-made and technological incidents.
- DRTFs will augment local response functions with technical expertise, specialized equipment, and personnel.
- DRTFs or smaller elements are typically intended to be utilized for long periods and are not intended to duplicate traditional mutual aid responses.
- A DRTF, when activated by the State of Indiana, will serve as a Mobile Support Unit of the IDHS and may be called upon to support state disaster response operations.
- Tactical response operations will be conducted using the Incident Command System (ICS) and shall be in compliance with the National Incident Management System (NIMS).
- Response operations may involve the deployment of a full DRTF or individual specialized elements depending on the size and nature of the incident.
- Each of the DRTF disciplines (Emergency Medical Services, Public Health, Fire/Rescue Services, Law Enforcement, and HazMat) has developed and adheres to response standard operating procedures and guidelines for their respective discipline and will utilize such when activated.
- DRTFs shall be strategically located throughout the state to allow for an effective and coordinated response to an incident.
- DRTFs may deploy to local, district, state and national incidents.
- Multiple DRTFs may be deployed to a single incident based upon available on scene resources and the specific needs of the situation.
- DRTF host agencies will develop plans, mutual aid agreements, and memorandums of understanding with neighboring jurisdictions to provide for appropriate coverage of services if a required capability is deployed with a DRTF.
- There is no guarantee implied by this plan that a perfect response to disaster incidents will be practical or possible.

Benefits and Potential Consequences

The beneficial consequences of developing DRTFs ensure that there is an increased local capability to provide specialized resources available during times of disaster and large scale emergency. The creation and availability of 10 DRTFs is an incredible force multiplier for disaster response operations in Indiana and allows jurisdictions to share the economic and manpower burden of specialized resources. DRTFs allow for expedited support to neighboring communities without significant impact to any single community. The DRTFs will provide an improved organization in response and resource management during crisis. Other benefits to DRTFs and their operating concept are established and pre-defined reimbursement and liability arrangements for responders. Lastly, the district concept is a key priority in the state homeland security strategy. Therefore, grant funds are targeted for those initiatives. The DRTF initiative provides an avenue for improved ability to capture grant funds and manage grant programs.

Of course, there are negative consequences for not creating the DRTFs. Without the DRTFs, specialized resources and the specialized training becomes a less shared commodity and each jurisdiction then should consider creating their own specialized resource if the need exists. This practice does not promote public safety collaboration and may potentially impact overall planning, training, and exercise for local communities. Additionally, mutual aid is more complex without the DRTFs. Individual resources arrive and integrate with other response partners that have never trained and operated together. This is also a practice that can promote confusion and lack of organization during emergency operations. Another negative consequence resulting from the failure of standing up the DRTFs is the method in which the State Emergency Operations Center (EOC) must take to provide requested response resources. Without DRTFs, the State EOC is hindered by resource and administrative complexities. DRTFs streamline the State EOC's analysis, resource pool, and administrative requirements.

Legal and Administrative Authorities

29 Code of Federal Regulations 1910 Occupational Safety and Health Administration General Industry Regulations, Dated April 1, 2002.

Code of Federal Regulations, Section 44.

Disaster Relief Act of 1974, Public Law 93-288.

Executive Order 05-09 (As amended or updated)

National Response Framework

Homeland Security Presidential Directive/HSPD-5, Dated February 28, 2003.

Indiana Code Title 10-14-3-19.

Indiana Code 16-19-3-1.

Indiana Comprehensive Emergency Management Plan

Indiana Strategy for Homeland Security

Homeland Security Presidential Directives 5, 7, 8, 9, and 21

Occupational Safety and Health Administration, 29 Code of Federal Regulations, Publication Number 1910.119 . Sub-Part H, Hazmat, 2003.

Public Law 81-920, Federal Civil Defense Act, 1950 as Amended (50 United States Code 2251 Et Seq.).

Robert T. Stafford Disaster Relief and Emergency Assistance Act, As Amended, 42 U.S.C. § 5121 Et Seq.

Strategy

District level planning, training and response is the number one priority for IDHS. All Divisions of IDHS have district level programs and projects or a stake in the success of the district initiative. IDHS has recently created a new Division, the Field Services Division that will take a leading role in furthering the district planning, training and response capabilities of the 10 Homeland Security districts. However, the success and failure of the district concept and DRTFs depend largely on the efforts of non-IDHS personnel. The district concept is owned and operated by local responders and local governments and coordinated at the district level. For this initiative to be successful, it is these local entities that will have to find value in the concept, embrace it, and work collaboratively to make it successful.

Therefore if belief in the concept and collaboration is the key, IDHS will take every opportunity to advocate on behalf of the district concept at all levels of government. Additionally, IDHS will facilitate collaboration opportunities on a regular basis and within multiple venues. IDHS will also provide guidance and technical assistance based on lessons learned and best practices pertaining to the formation of DRTFs. IDHS will define the standards and assist the districts in achieving those standards. Finally, IDHS will provide seed money in the form of grants to establish needed foundations within the district's.

State Agency Interface

IDHS has recognized that other state agencies are asking local, county, and district entities to develop response resources. Over the next year, IDHS will work with these state partners (i.e. Indiana State Board of Health and Indiana Board of Animal Health) to include these desired resources to be included as a part of the District Response Task Force Initiative. Inclusion of these other state agency initiatives will be completed in the next update to the District Response Task Force Initiative guidance.

District Planning Councils

The formation and success of DRTFs require the guidance from a functional and strong District Planning Council (DPC). Without a successful DPC, the DRTF will not be successful. The DPCs, as the governing body of the DRTFs, will provide administrative support, guidance, direction, policies, DRTF structure planning and strategic planning for the DRTFs over the long term. Also, DPCs will be the bonded strength which keeps the DRTFs together and functioning. The relationship between the DPCs and DRTFs cannot be stressed enough.

State Advisory Committee for District Initiatives

In support of District Response Task Forces (and the district concept as a whole), a State Advisory Committee for District Initiatives will be formed to provide policy recommendations and program guidance. Some topics pertaining specifically to the District Response Task Force Initiative that will be addressed by this committee are:

- Mobile Support Unit recommendations
- Compensation during deployment recommendations
- Supplementary element typing recommendations
- Grant guidance recommendations
- Mutual aid agreement recommendations

This committee will provide advice and guidance to IDHS so that the Department can set articulate and calculated standards.

Objectives

The following objectives will be the stepping-stones for success. Success will be the establishment of a DRTF in every homeland security district. The measure of success will be determined by each Task Force's ability to meet the standards listed in the Metrics section.

2009 Objectives	
Objective	**Month Due**
Indiana Department of Homeland Security	
Conduct a DRTF Seminar in each district	April
Define minimum DRTF equipment standards	August
Conduct a DRTF Core Element Workshop in each district	September
Implement an Incident Management Training Program	September
Provide a training course that teaches the gap analysis process for each district	December
District Planning Councils	
Nominate a DRTF Commander by August and provide to IDHS for confirmation	September
Nominate a DRTF Deputy Commander by August and provide to IDHS for confirmation	September
Identify personnel and agencies that will support the DRTF by providing the manpower and equipment for an All Hazard Incident Management Team, the Service Support Branch and one other core element	November
Formally appoint personnel as members of the DRTF through a Memorandum of Understanding	December
Identify what equipment supporting agencies will provide to be utilized by the DRTF when mobilized	December
District fiscal agents may procure core element team equipment utilizing grants as available	December
Create a district specific DRTF strategic development plan	December
Districts should submit for grants to procure equipment and training needs identified by the gap analysis	December
District Response Task Force	
Formally identify core element leadership of the DRTF	November
Identify equipment each team has available to support deployments on an equipment inventory form	December
Ensure all DRTF members are eligible according to training and personnel standards	December
Create a roster / table of organization for each DRTF	December
Identify training needs for their DRTF	September
Conduct a gap analysis of their DRTF to identify equipment needs of each core element	November

2010 Objectives	
Objective	**Month Due**
Indiana Department of Homeland Security	
Continue the Incident Management Training Program	Continuous
Create a mobilization, convoy, response, and demobilization curriculum	April
Identify plans, policies and procedures that need to be created	June
Provide a mobilization, convoy, response, and demobilization training course to each district	August
Conduct a DRTF Drill in each district by December	December
Conduct an Emergency Medical Group training course in each district	December
Conduct a DRTF Table Top Exercise in each district	December
Conduct a Law Enforcement Response Group training course in each district	December
Create policies and procedures that govern State Activation under Mobile Support Unit Guidance	December
Conduct Core / Supplementary Element training for each district	December
District Planning Councils	
Create and update plans and policies pertaining to DRTFs	Continuous
District Response Task Force	
Complete paperwork required for DRTF members to be on a Mobile Support Unit	April
Re-evaluate training needs for each DRTF	August
Re-evaluate equipment needs for each DRTF	October
District fiscal agents will procure core element team equipment with grants as available	December
Submit for grants to procure equipment and training needs identified by the gap analysis	December

2011 Objectives	
Objective	**Month Due**
Indiana Department of Homeland Security	
Continue the Incident Management Training Program	Continuous
Evaluate lessons learned and best practices from table top exercises and drills and incorporate them into plans policies and procedures	May
Identify plans, policies and procedures that need to be created	June
Conduct a deployment exercise for each DRTF	June
Conduct Core / Supplementary Element training for each district	December
District Planning Councils	
Create and update plans and policies pertaining to DRTFs	Continuous
Define which supplementary elements each DRTF will add to their task force	March
Update the district specific DRTF strategic development plan	June
District Response Task Force	
Evaluate lessons learned and best practices from table top exercises and drills and incorporate them into plans policies and procedures	May
Update rosters and tables of organization to account for new elements	May
Re-evaluate training needs for each DRTF	August
Re-evaluate equipment needs for each DRTF	October
District fiscal agents will procure core element team equipment with grants as available	December
Submit for grants to procure equipment and training needs identified by the gap analysis	December

2012 Objectives	
Objective	**Month Due**
Indiana Department of Homeland Security	
Evaluate lessons learned and best practices from table top exercises and drills and incorporate them into plans policies and procedures	May
Identify plans, policies and procedures that need to be created	June
Conduct a deployment exercise for each DRTF	June
Bring the Incident Management Training Program to a conclusion	December
Conduct Core / Supplementary Element training for each district	December
District Planning Councils	
Create and update plans and policies pertaining to DRTFs	Continuous
Define which supplementary elements each DRTF will add to their task force	March
District Response Task Force	
Evaluate lessons learned and best practices from table top exercises and drills and incorporate them into plans policies and procedures	May
Update rosters and tables of organization to account for new elements	May
Re-evaluate training needs for each DRTF	August
Re-evaluate equipment needs for each DRTF	October
District fiscal agents will procure core element team equipment with grants as available	December
Submit for grants to procure equipment and training needs identified by the gap analysis	December

District Response Task Forces

There are three different types of DRTFs in Indiana. DRTF's can qualify as a Basic, Intermediate or Advanced task force depending on their make-up of core and supplementary elements as defined below.

DRTF-Basic (DRTF-B)

A DRTF-B is a task force which is comprised of an All-Hazard Incident Management Team (AHIMT) (Type III) as defined by the Indiana Incident Management Program, a Support Services Element, and at least one other core element. A DRTF-B is self sufficient for 24 hours.

DRTF-Intermediate (DRTF-I)

A DRTF-I requires the five core response elements and one supplementary element be represented on the team. Fully staffed, a DRTF-I would consist of a minimum of 95 - 111 members (Variable depends on the type of supplemental element selected). A DRTF-I is self-sufficient for 48 hours.

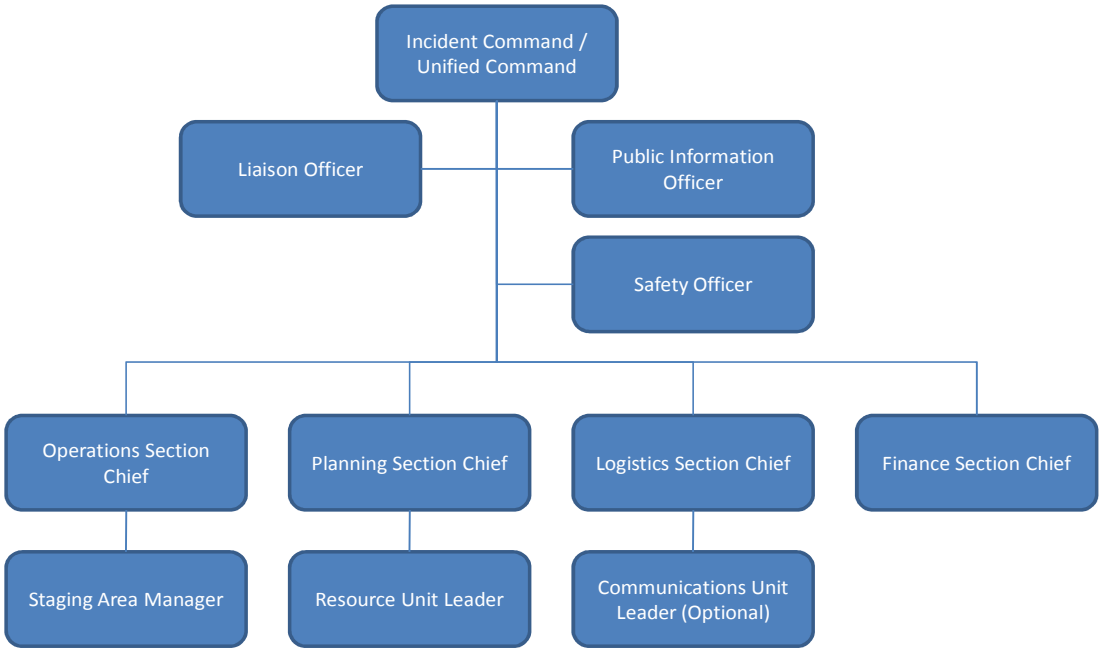
DRTF-Advanced (DRTF-A)

A DRTF-A is comprised of all five core elements and at least two supplementary elements. A DRTF-A is self-sufficient for 72 hours.

Core Elements

The following are definitions of each core elements outlining the minimum number of personnel, management positions, structure, training requirements and an overview of required equipment. Please see the detailed equipment list for each element in the appendices.

All-Hazard Incident Management Team (NIMS Type III)	
Standard	**Description / Metric**
Scope	Provides incident management functions for the DRTF and/or for the affected jurisdiction as a whole.
Personnel	11
Positions	Incident Commander Liaison Officer Safety Officer Public Information Officer Operations Section Chief Staging Area Manager Planning Section Chief Resource Unit Leader Logistics Section Chief Communications Unit Leader Finance Section Chief
Operational Period Capability	12 – 24 hour operational period
Training	ICS 100 ICS 200 ICS 300 ICS 400 IS 700 IS 800 O305 Type III IMTs: Team Development - All Hazard IMT O400 Series Position Specific Training
Equipment	Personal equipment (See AHIMT Equipment List in Appendix A) Communications Interoperability Equipment Laptop computers with wireless internet Self-sustainment supplies Transportation vehicles FEMA Type 3 Mobile Communications Center Mobile phones (11) 800 Mhz radios
Other / Notes	*Equipment is a summary. See the official AHIMT Equipment list in Appendix A. *More information about AHIMTs in Indiana and their required training can be found in the Indiana Incident Management Program found in Appendix H



Incident Management Team Structure

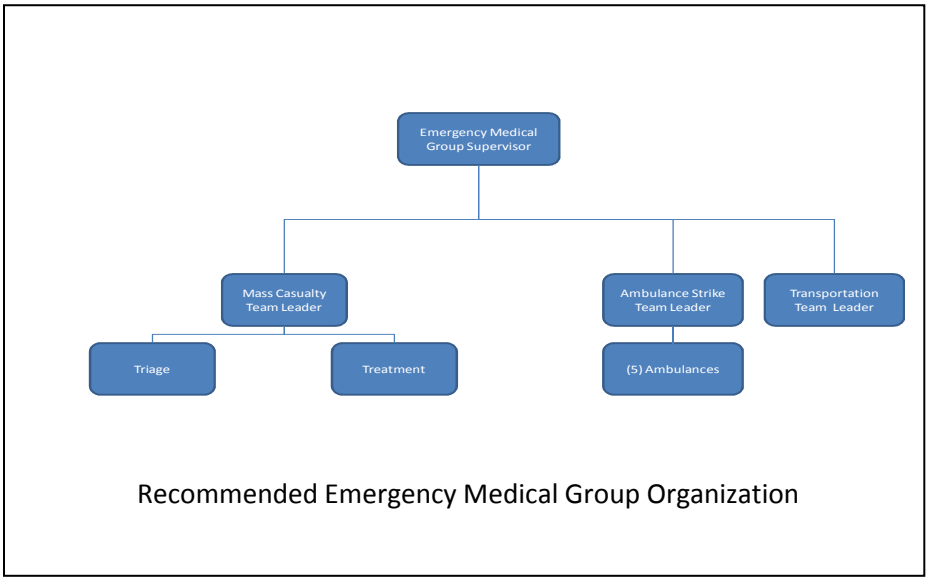
Service Support Branch - Basic	
Standard	**Description / Metric**
Scope	Provide administrative and logistical support to the DRTF
Personnel	4
Management Personnel	Deputy District Response Task Force Commander
Support Personnel	3 People
Operational Period Capability	Support the DRTF for a 24 hour period
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Disaster Logistics Specialist Course Logistics Section Chief Position Specific Course
Support Personnel Training	ICS 100 IS 700 Disaster Logistics Specialist Course
Equipment	(2) Laptops with remote wireless internet connectivity (1) Pick-up Truck with Trailer (3) Zumro Tent System (Inflatable) w/ Climate Control (1) GPS Unit (1) Mobile Phone (3) Small Generators (2.5 - 10 kw) (3) 800 Mhz Radios (1) Portable Area Illumination System (20) Gallons of Water (60) Meals Ready to Eat (1) First Aid Kit (40) Individual Portable Toilets
Other / Notes	*Equipment is a summary. See the official Task Force Equipment list in Appendix F.

Service Support Branch - Intermediate	
Standard	**Description / Metric**
Scope	Provide administrative and logistical support to the DRTF
Personnel	6
Management Personnel	Deputy District Response Task Force Commander
Support Personnel	5 People
Operational Period Capability	Support the DRTF for a 48 hour period
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Disaster Logistics Specialist Course Logistics Section Chief Position Specific Course
Support Personnel Training	ICS 100 IS 700 Disaster Logistics Specialist Course
Equipment	(3) Laptops with remote wireless internet connectivity (2) Pick-up Trucks with Trailer (6) Western Shelter Systems (Solid Frame) w/ Climate Control (3) Zumro Tent System (Inflatable) w/ Climate Control (2) GPS Units (2) Mobile Phones (6) Small Generators (2.5 - 10 kw) (2) Medium Generators (10 kw+) (6) 800 Mhz Radios (2) Portable Area Illumination Systems (100) Gallons of Water (260) Meals Ready to Eat (2) First Aid Kits (90) Individual Portable Toilets (2) Mobile Privacy Toilets with 50 Waste Bags Each
Other / Notes	*Equipment is a summary. See the official Task Force Equipment list in Appendix F.

Service Support Branch - Advanced	
Standard	**Description / Metric**
Scope	Provide administrative and logistical support to the DRTF
Personnel	8
Management Personnel	Deputy District Response Task Force Commander
Support Personnel	7 People
Operational Period Capability	Support the DRTF for a 72 hour period
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Disaster Logistics Specialist Course Logistics Section Chief Position Specific Course
Support Personnel Training	ICS 100 IS 700 Disaster Logistics Specialist
Equipment	(4) Laptops with remote wireless internet connectivity (3) Pick-up Trucks with Trailers (7) Western Shelter Systems (Solid Frame) w/ Climate Control (3) Zumro Tent System (Inflatable) w/ Climate Control (3) GPS Units (3) Mobile Phones (7) Small Generators (2.5 - 10 kw) (2) Medium Generators (10 kw+) (1) Large Generator (100 kw+) (8) 800 Mhz Radios (3) Portable Area Illumination Systems (200) Gallons of Water (500) Meals Ready to Eat (3) First Aid Kits (150) Individual Portable Toilets (2) Mobile Privacy Toilets with 100 Waste Bags Each (1) Portable Shower System
Other / Notes	*Equipment is a summary. See the official Task Force Equipment list in Appendix F.

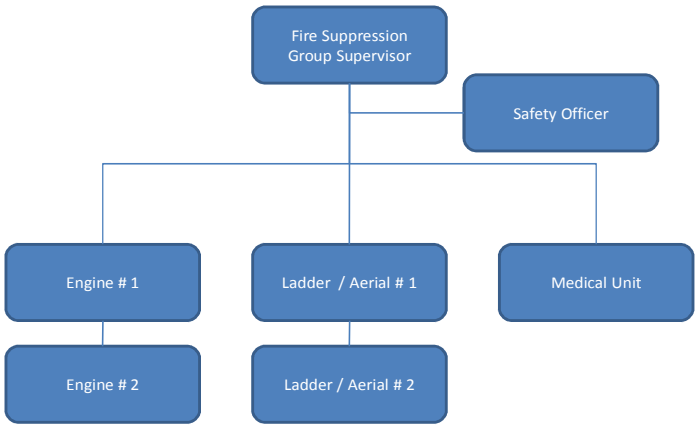
Emergency Medical Group	
Standard	**Description / Metric**
Scope	The Emergency Medical Response Group consists of a Mass Casualty Team and one Ambulance Strike Team (NIMS Type IV). The Group provides Mass Casualty Incident assistance and transport assistance to the affected jurisdiction. The Group may also support the DRTF with medical unit functions
Personnel	28
Management Personnel	Emergency Medical Group Supervisor Mass Casualty Team Leader Transportation Team Leader Triage Boss Treatment Boss Ambulance Strike Team Leader
Tactical Personnel	(4) Paramedics or EMT-Intermediates (9) Emergency Medical Technicians (9) Indiana EMS 1st Responders
Operational Period Capability	Should be capable of conducting operations for 6 to 12 hours.
Group Supervisor Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Meets or exceeds standards addressed by NFPA 473 Preparedness & Disaster Response for 1st Responders Ambulance Strike Team Leaders Course
Team Leaders and Boss' Training	ICS 100 ICS 200 IS 700 Meets or exceeds standards addressed by NFPA 473 Preparedness & Disaster Response for 1st Responders Ambulance Strike Team Leaders Course
Tactical Personnel Training	ICS 100 IS 700 Meets or exceeds standards addressed by NFPA 473 Preparedness & Disaster Response for 1st Responders Ambulance Strike Team Leaders Course

Equipment	(3) Laptop Computers with remote wireless internet connectivity (1) Mass Casualty Trailer (2) Supervisor vehicles (3) Mobile Phones (12) 800 Mhz Radios (5) Ambulances (NIMS Type IV) (7) GPS Units
Other / Notes	*Equipment and Supplies to meet minimum scope of practice (BLS). Equipment and supplies to meet minimum requirements of Indiana EMS Commission.



Recommended Emergency Medical Group Organization

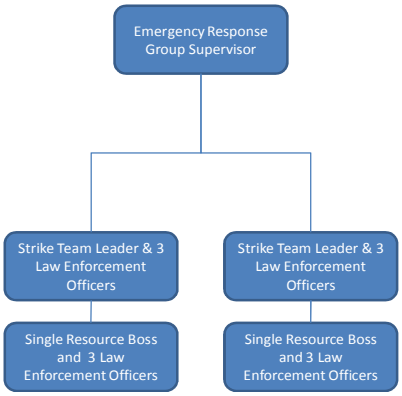
Fire Suppression Group	
Standard	**Description / Metric**
Scope	Conduct safe and effective fire suppression and limited rescue operations in support of the affected jurisdiction
Personnel	18
Management Personnel	Fire Suppression Group Supervisor Safety Officer (2) Team Leaders
Tactical Personnel	(14) Firefighters
Operational Period Capability	Should be capable of conducting operations for 6 to 12 hours.
Management Personnel Training	ICS 100 ICS 200 ICS 300 ***(Group Supervisor & Safety Officer)*** IS 700 IS 800 Indiana Fire Officer I ***(Group Supervisor)*** Indiana Firefighter I & II ***(Team Leaders)*** Hazardous Materials First Responder - Operations Level Indiana EMS 1st Responder
Tactical Personnel Training	ICS 100 ICS 200 Indiana Firefighter I Hazardous Materials First Responder - Awareness Level Indiana 1st Responder
Equipment	(2) Fire Engines (NIMS Type III) (2) Fire Trucks - Aerial (Ladder or Platform) (NIMS Type II) (5) GPS Units (18) 800 Mhz Radios
Other / Notes	



Recommended Fire Suppression Group Organization

Law Enforcement Response Group	
Standard	**Description / Metric**
Scope	Provides supplementary law enforcement to the affected jurisdiction. The Group may also maintain perimeter security in affected areas. The Group may also provide protection for critical infrastructure affected areas. The group may be called upon to mitigate civil disturbances. Finally, the Group may provide force protection for the DRTF.
Personnel	17
Management Personnel	Law Enforcement Group Supervisor (Lieutenant) (2) Strike Team Leaders (Sergeants or Corporals) (2) Single Resource Bosses (Senior Patrol Officers/Deputies)
Tactical Personnel	(12) Officers / Deputies
Operational Period Capability	Should be capable of conducting operations for 6 to 12 hours.
Group Supervisor Training	ICS 100 ICS 200 ICS 300 ICS 400 IS 700 IS 800 Managing Civil Actions in Threat Incidents - Command Managing Civil Actions in Threat Incidents - Protestor Devices Managing Civil Actions in Threat Incidents - Basic Law Enforcement Protective Measures/Law Enforcement Response Actions Trained in all weaponry
Team Leaders and Boss' Training	ICS 100 ICS 200 ICS 300 IS 700 Managing Civil Actions in Threat Incidents - Protestor Devices Managing Civil Actions in Threat Incidents - Basic Law Enforcement Protective Measures/Law Enforcement Response Actions Trained in all weaponry
Tactical Personnel Training	ICS 100 ICS 200 IS 700 Managing Civil Actions in Threat Incidents - Basic Law Enforcement Protective Measures/Law Enforcement Response Actions Trained in all weaponry

Equipment	Hatch Body Armor (9) Laptop Computers (9) Police Vehicles (8) Shields (2) Pepperball Guns w/ Pepperballs (1) CS Grenade Launcher (36) Flexcuffs (17) 800 Mhz Radios
Other / Notes	*See full law enforcement response group equipment list in Appendix E



Recommended Law Enforcement Response Group Organization

Supplementary Elements

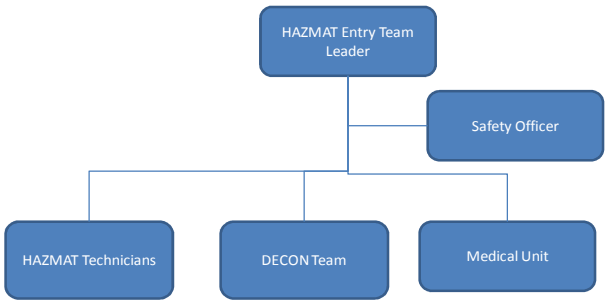
These are optional, specialized elements which may already exist in a district or may be developed at some point to fulfill a specific local response requirement. These elements include, but are not limited to:

- K-9 Search and Rescue—Disaster Response
- Bomb Response Team
- Dive Team
- Firefighting Strike Team
- Boat / Swift Water Rescue
- Wilderness Search and Rescue
- Cave / Tunnel / Mine Search and Rescue
- Disaster Mental Health Team
- Critical Incident Stress Management Team
- Disaster Mortuary Team
- Damage Assessment Team
- Debris Management Team
- Donation and Volunteer Management Team
- Agriculture Emergency Response Team
- Disaster Communications Team
- Animal Rescue / Veterinary Assistance Team

Typing of most teams is an ongoing project. The following supplementary element criteria have been established:

Hazardous Materials Group	
Standard	**Description / Metric**
Scope	Provides HAZMAT response capability to an affected jurisdiction
Personnel	12
Management Personnel	HAZMAT Group Supervisor (Technician Trained) Safety Officer (Technician Trained) (1) HAZMAT Entry Team Leader (Technician Trained)
Tactical Personnel	(3) HAZMAT Technicians (Technician Trained) (4) HAZMAT Operations personnel (Operations Trained) (1) Emergency Medical Technician (1) Indiana EMS 1st Responder
Operational Period Capability	Capability to perform three entries in a 24-hour period
Group Capabilities	***Field Testing – (Known Chemicals)*** The presumptive testing and identification of chemical substances using a variety of sources to be able to identify associated chemical and physical properties. Sources may include printed and electronic reference resources, safety data sheets, field testing kits, specific chemical testing kits, chemical testing strips, data derived from detection devices, and air-monitoring sources. ***Air Monitoring—(Basic Confined Space Monitoring; Specific Known Gas Monitoring)*** The use of devices to detect the presence of known gases or vapors. The basics begin with the ability to provide standard confined space readings (oxygen deficiency percentage, flammable atmosphere Lower Explosive Limit [LEL], carbon monoxide, and hydrogen sulfide) ***Sampling: Capturing, Labeling, Evidence Collection—(Known Industrial Chemicals)*** Known industrial chemicals standard evidence collection protocols required for each include capturing and collection, containerizing and proper labeling, and preparation for transportation and distribution, including standard environmental sampling procedures for lab analysis. Evidence collection shall be consistent with established chain of custody protocols. ***Radiation Monitoring/Detection—(Beta Detection; Gamma Detection)*** The ability to accurately interpret readings from the radiation-detection devices and conduct geographical survey search of suspected radiological source or contamination spread. Basic criteria include detection and survey capabilities for beta and gamma.
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 HAZMAT First Responder Technician Level (NFPA 472) Indiana EMS 1st Responder

Tactical Personnel Training	ICS 100 ICS 200 IS 700 Hazardous Materials First Responder - Technician Level ***(3 Members)*** Hazardous Materials First Responder - Operations Level ***(4 Members)*** HAZMAT First Responder Operations Level (NFPA 473) ***(EMT)*** Indiana EMS 1st Responder
Equipment	***Protective Clothing: Ensembles—(Liquid Splash-Protective CPC)*** Chemical Protective Clothing (CPC), which includes complete ensembles (suit, boots, gloves) and may incorporate various configurations (encapsulating, non-encapsulating, jumpsuit, multi-piece) depending upon the level of protection needed. ***Technical Reference—(Printed and Electronic)*** Access to and use of various databases, chemical substance data depositories, and other guidelines and safety data sheets, either in print format, electronic format, stand-alone computer programs, or data available via telecommunications. The interpretation of data collected from the electronic devices and chemical testing procedures. ***Intervention—(Diking; Damming; Absorption)*** Employment of mechanical means of intervention and control such as plugging, patching, off-loading, and tank stabilization. Environmental means such as absorption, dams, dikes, and booms. ***Decontamination—(Known Contaminants Based on Local Risk Assessment)*** Should be self-sufficient to provide decontamination for members of their team. Capable of providing decontamination for known contaminants. ***Communications—(In-Suit; Wireless Voice)*** Personnel utilizing CPC shall be able to communicate appropriately and safely with one another and their team leaders. (1) Equipment Prime Mover (1) Ambulance (NIMS Type I) (7) Intrinsically Safe 800 Mhz Radio (2) Laptops with remote wireless internet connectivity
Other / Notes	* See HAZMAT Equipment List in Appendix C for full list



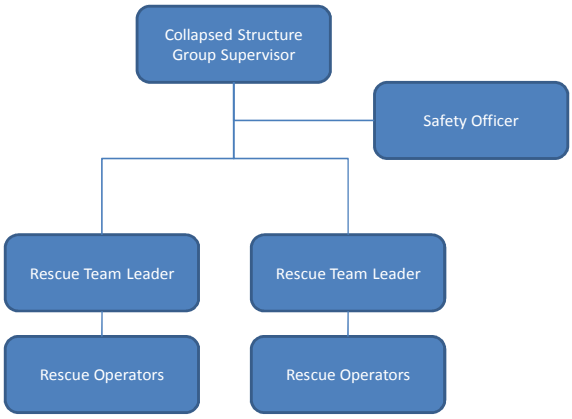
Recommended Hazardous Materials Group Organization

Technical Rescue Element

The Technical Rescue Core Element may have a focus on any of the following elements and consist of the following minimum parameters. More detailed information on these teams may be derived from the Indiana Technical Rescue Program sponsored by the Indiana Fire Chiefs Association and the IDHS.

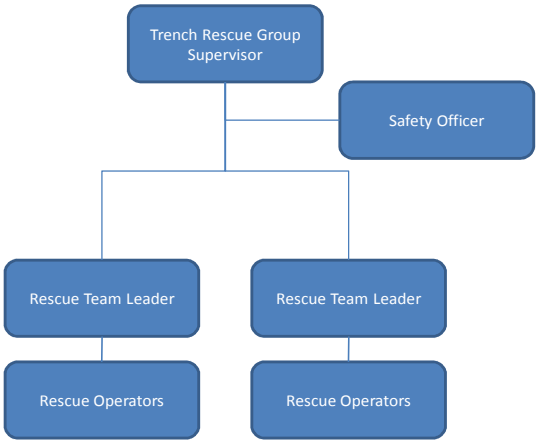
Collapsed Structure Group (NIMS Type III)	
Standard	**Description / Metric**
Scope	Conduct safe and effective search and rescue operations at structure collapse incidents involving the collapse or failure of light frame construction
Personnel	14
Management Personnel	Rescue Group Supervisor (Technician Trained) Safety Officer (Technician Trained) (2) Rescue Team Leaders (Technician Trained)
Tactical Personnel	(10) Rescue Operations Personnel (Operations Trained)
Operational Period Capability	Should be capable of conducting light operations for 6 to 12 hours. Typically require assistance from additional team for sustained 24 hour operations
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Meets or exceeds standards addressed by NFPA 1670 & NFPA 1006 HAZMAT First Responder Operations Level (NFPA 472) Light frame construction and low angle rope rescue Confined Space rescue - Technician Level Rope Rescue - Technician Level Vehicle & Machinery Rescue - Technician Level Trench Rescue - Technician Level Swift Water - Awareness Level Indiana EMS 1st Responder

Tactical Personnel Training	ICS 100 ICS 200 ICS 700 Meets or exceeds standards addressed by NFPA 1670 HAZMAT First Responder Operations Level (NFPA 472) Light frame construction and low angle rope rescue Confined Space rescue - Operations Level Rope Rescue - Operations Level Vehicle & Machinery Rescue - Operations Level Trench Rescue - Operations Level Swift Water - Awareness Level Indiana EMS 1st Responder
Equipment	Rope Operations Equipment List Confined Space Operations Equipment List Vehicle/Machinery Operations Equipment List Trench Operations Equipment List Collapse Type III & IV Equipment List (15) 800 Mhz Radios
Other / Notes	*All equipment lists are found in Technical Rescue Equipment Appendix D



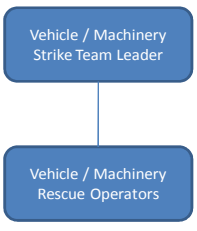
Recommended Collapsed Structure Group Organization

Trench Rescue Group	
Standard	**Description / Metric**
Scope	Provides Trench Rescue capability to an affected jurisdiction
Personnel	14
Management Personnel	Technical Rescue Group Supervisor (Technician Trained) Safety Officer (Technician Trained) (2) Rescue Team Leaders (Technician Trained)
Tactical Personnel	(8) Rescue Operators (Operations Trained)
Operational Period Capability	Should be capable of conducting light operations for 6 to 12 hours. Typically require assistance from additional team for sustained 24 hour operations
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Meets or exceeds standards addressed by NFPA 1670 & NFPA 1006 HAZMAT First Responder Operations Level (NFPA 472) Confined Space Rescue - Technician Level Rope Rescue - Technician Level Vehicle & Machinery Rescue - Technician Level Trench Rescue - Technician Level Indiana EMS 1st Responder
Tactical Personnel Training	ICS 100 ICS 200 IS 700 Meets or exceeds standards addressed by NFPA 1670 HAZMAT First Responder Operations Level (NFPA 472) Confined Space Rescue - Operations Level Rope Rescue - Operations Level Vehicle & Machinery Rescue - Operations Level Trench Rescue - Operations Level Indiana EMS 1st Responder
Equipment	Rope Operations Equipment List Confined Space Operations Equipment List Trench Operations Equipment List (14) 800 Mhz Radios
Other / Notes	*All equipment lists are found in Technical Rescue Equipment Appendix D



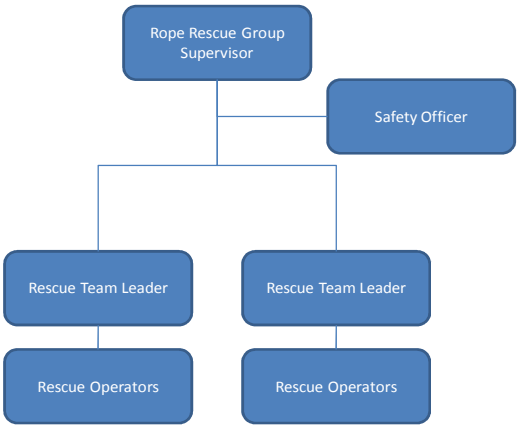
Recommended Trench Rescue Group Organization

Vehicle / Machinery Strike Team	
Standard	**Description / Metric**
Scope	Provides vehicle / machinery extrication and rescue capability to an affected jurisdiction
Personnel	5
Management Personnel	Heavy Extrication Team Leader (Technician Trained)
Tactical Personnel	(4) Rescue Operators (Operations Trained)
Operational Period Capability	Should be capable of conducting light operations for 6 to 12 hours. Typically require assistance from additional team for sustained 24 hour operations.
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Meets or exceeds standards addressed by NFPA 1670 & NFPA 1006 HAZMAT First Responder Operations Level (NFPA 472) Vehicle & Machinery Rescue - Technician Level Indiana EMS 1st Responder
Tactical Personnel Training	ICS 100 ICS 200 IS 700 Meets or exceeds standards addressed by NFPA 1670 HAZMAT First Responder Operations Level (NFPA 472) Vehicle & Machinery Rescuer - Operations Level Indiana EMS 1st Responder
Equipment	Vehicle/Machinery Operations Equipment List (5) 800 Mhz Radios
Other / Notes	*All equipment lists are found in Technical Rescue Equipment Appendix D



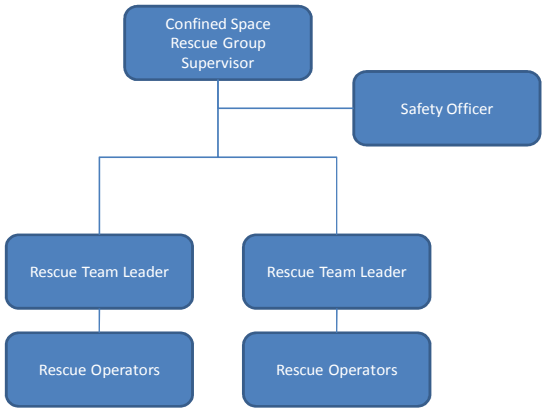
Recommended Vehicle / Machinery Strike Team Organization

Rope Rescue Group	
Standard	**Description / Metric**
Scope	Provides High/Low Angle rope rescue capability to an affected jurisdiction
Personnel	12
Management Personnel	Technical Rescue Group Supervisor (Technician Trained) Safety Officer (Technician Trained) (2) Rescue Team Leaders (Technician Trained)
Tactical Personnel	(8) Rescue Operators (Operations Trained)
Operational Period Capability	Should be capable of conducting light operations for 6 to 12 hours. Typically require assistance from additional team for sustained 24 hour operations
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Meets or exceeds standards addressed by NFPA 1670 & NFPA 1006 Rope Rescue - Technician Level Indiana EMS 1st Responder
Tactical Personnel Training	ICS 100 ICS 200 IS 700 Meets or exceeds standards addressed by NFPA 1670 Rope Rescue - Operations Level Indiana EMS 1st Responder
Equipment	Rope Operations Equipment List (12) 800 Mhz Radios
Other / Notes	*All equipment lists are found in Technical Rescue Equipment Appendix D



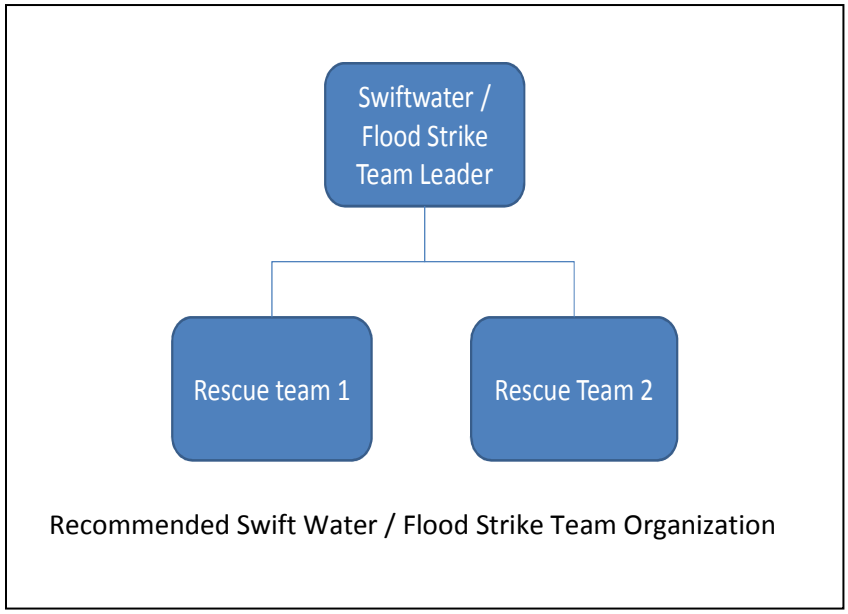
Recommended Rope Rescue Group Organization

Confined Space Rescue Group	
Standard	**Description / Metric**
Scope	Provides confined space extrication and rescue capability to an affected jurisdiction
Personnel	12
Management Personnel	Confined Space Group Supervisor (Technician Trained) Safety Officer (Technician Trained) (2) Rescue Team Leaders (Technician Trained)
Tactical Personnel	(8) Rescue Operators (Operations Trained)
Operational Period Capability	Should be capable of conducting light operations for 6 to 12 hours. Typically require assistance from additional team for sustained 24 hour operations
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Meets or exceeds standards addressed by NFPA 1670 & NFPA 1006 HAZMAT First Responder Operations Level (NFPA 472) Confined Space Rescue - Technician Level Rope Rescue - Technician Level Vehicle & Machinery Rescue - Technician Level Trench Rescue - Operations Level Indiana EMS 1st Responder
Tactical Personnel Training	ICS 100 ICS 200 IS 700 Meets or exceeds standards addressed by NFPA 1670 HAZMAT First Responder Operations Level (NFPA 472) Confined Space Rescue - Operations Level Rope Rescue - Operations Level Vehicle & Machinery Rescue - Operations Level Trench Rescue - Awareness Level Indiana EMS 1st Responder
Equipment	Rope Operations Equipment List Confined Space Operations Equipment List (13) 800 Mhz Radios
Other / Notes	*All equipment lists are found in Technical Rescue Equipment Appendix D



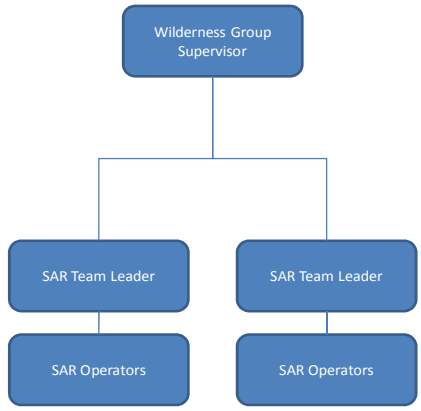
Recommended Confined Space Rescue Group Organization

Swift Water / Flood Rescue Team (NIMS Type II)	
Standard	**Description / Metric**
Scope	Provides water rescue capabilities to an affected jurisdiction
Personnel	9
Management Personnel	Rescue Team Leader (Technician Trained) (2) Rescue Technicians (Technician Trained)
Tactical Personnel	(6) Rescue Operations Personnel (Operations Trained)
Operational Period Capability	Should be capable of conducting operations for 6 to 12 hours. Typically require assistance from additional team for sustained 24 hour operations
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Meets or exceeds standards addressed by NFPA 1670 & NFPA 1006 HAZMAT First Responder Operations Level (NFPA 472) Swift Water Rescue - Technician Level Rope Rescue - Technician Level Water Search & Rescue - Operations Level SAR110 Helicopter Operations Boat Operations Trained Dive Operations / SCUBA Trained (60 Hours) Introduction to the use of K-9s Indiana EMS 1st Responder
Tactical Personnel Training	ICS 100 ICS 200 IS 700 Meets or exceeds standards addressed by NFPA 1670 HAZMAT First Responder Operations Level (NFPA 472) Swift Water Rescue - Operations Level Water Search & Rescue - Awareness Level Rope Rescue - Operations Level Indiana 1st EMS Responder
Equipment	Swift Water Rescue Equipment List (2) Boats (9) 800 Mhz Radios
Other / Notes	*All equipment lists are found in Technical Rescue Equipment Appendix D



Recommended Swift Water / Flood Strike Team Organization

Wilderness Search and Rescue Group (NIMS Type III)	
Standard	**Description / Metric**
Scope	Provides wilderness search and rescue capabilities to an affected jurisdiction
Personnel	9
Management Personnel	Wilderness Search & Rescue Group Supervisor (Technician Trained) (2)Wilderness Search & Rescue Strike Team Leaders (Technician Trained)
Tactical Personnel	(6) Search & Rescue Operations Personnel (Operations Trained)
Operational Period Capability	Should be capable of conducting light operations for 6 to 12 hours. Typically require assistance from additional team for sustained 24 hour operations
Management Personnel Training	ICS 100 ICS 200 ICS 300 IS 700 IS 800 Wilderness Search & Rescuer - Technician Level Rope Rescue – Technician Level Swift Water – Operations Level Indiana EMS 1st Responder
Tactical Personnel Training	ICS 100 ICS 200 IS 700 Wilderness Rescue - Awareness Level Swift Water - Awareness Level Rope Rescue - Operations Level Indiana EMS 1st Responder
Equipment	Wilderness Search & Rescue Team Equipment List (9) 800 Mhz Radios
Other / Notes	*All equipment lists are found in Technical Rescue Equipment Appendix D



Recommended Wilderness Search and Rescue

Concept of Governance and Progression

DRTF's should be governed by District Planning Oversight Committees (DPOCs) and managed by District Planning Councils (DPCs). DPCs should recommend and DPOCs will approve district level policy decisions such as mutual aid agreements, memorandum of understandings and minimum acceptable resource levels for their jurisdiction. DPCs will make recommendations to the DPOCs and will manage resources and initiatives in accordance with the DPOCs policies and guidance. DRTFs should work within the boundaries determined by the DPC and adhere to DPOC policies. The IDHS will provide guidance and advice to all levels of the district organizations. The district concept is dependent on collaboration and partnerships. Local jurisdictions must work together in the pursuit of common and unified objectives for the district concept to work.

Once the DPOC and DPC are formally established in a district, then the DPC may collaboratively pursue a DRTF. DRTF's should be created in a progressive stair-step fashion beginning with the development of a DRTF-B consisting of an All Hazard Incident Management Team, a Service Support Branch and one other core element of DPC's choice. Once the basic task force is in place then the next goal would be to achieve a DRTF-I. The final step would be to augment the task force to a DRTF-A. Long term goals could focus on the expansion of the DRTF-A as desired by the DPC.

Deployment of the DRTF or elements of the DRTF

DRTFs may be activated and deployed in one of three likely situations:

- A full task force deployment involving the activation and movement of all elements, under a unified command, at the request of the state or a local jurisdiction.
- The deployment of individual elements for local or district responses at the request of the state or a local jurisdiction
- Deployment of DRTFs or individual elements out of state as part of an Indiana State Task Force to support an Emergency Management Assistance Compact request.

Requests for Assistance

When a jurisdiction is affected by an emergency situation, the local Incident Commander should request additional assistance through local mutual aid. When the local jurisdiction has exhausted all resources, a request for additional assistance can be made through the local Emergency Management Agency for Task Force elements within the district or to the state Emergency Operations Center to request assistance from another district.

Expenses incurred as a result of an IDHS or State EOC activation request will be covered as outlined in the mobile support unit (MSU) guidance.

If a jurisdiction requests a task force through their local EMA, the implementation of its own DRTF or neighboring DRTFs should be governed by pre-established mutual aid agreement that has been approved by the DPOC.

If a jurisdiction requests a task force through the State Emergency Operations Center, it should be for a response to a disaster, public health emergency, public safety emergency or other event requiring emergency action. The Executive Director of IDHS or the Governor must approve the activation of a DRTF by the State EOC. The MSU may be deployed to any part of Indiana or to other states (under the Emergency Management Assistance Compact (EMAC), upon the conditions specified in IC 10-14-3-19.

Notification

Each district should have a notification procedure established by its DPC. Several options exist which could fulfill this need:

- All public safety answering points in the district has a procedure to notify and activate DRTF leadership.

  -or-

- One district public safety answering point serves as the sole activation point for the DRTF with a procedure to notify DRTF leadership.

The DRTF leadership should have procedures in place for notifying activated members and key stakeholders. The following are considerations which may need to be addressed in activation procedures:

- DRTFs need to establish what persons will have the authority to activate their DRTF.
- EMA Directors should be aware of or approve the activation and deployment of resources from their County. (EMA Directors should consult with parent agency leadership before making this determination).

- The DPC Chair person should be notified of the activation.

Upon notification to activate, the DRTF Commander will be provided the following information:

- Incident Number as assigned by WebEOC in the State EOC.
- Incident summary including identified resource shortfalls.
- Incident location and point of contact (usually the Incident Commander).
- The local EOC point of contact.
- Corresponding phone numbers/radio frequencies.
- A estimate of items covered through reimbursement

Mobilization

The DRTF, or those specialized core elements required, should assemble at pre-selected sites where their equipment is stored. Teams should assemble with the personal protective equipment issued by their respective agencies. While the task force is assembling, a task force liaison officer should be dispatched to the local EOC location or be assigned to liaise between the DRTF Commander and the local IC.

Mobile Support Units

In Indiana, Mobile Support Units may be established by the Governor (or the IDHS Executive Director at the Governor's request) under IC 10-14-3-19 and Executive Order 05-09 (as amended or updated), to respond to a disaster, public health emergency, public safety emergency or other event that requires emergency action. A Mobile Support Unit (MSU) may include governmental unit employees, private sector employees, and self-employed or unemployed individuals. Frequently, a mobile support unit is a specialized group such as the Hazardous Materials Group or the Emergency Medical Group, and can include firefighters, rescue specialists and paramedics. DRTFs should be formed in such a manner where they may be called upon to serve as an MSU. More information on MSUs may be found in Appendix G.

Deployment

Deployment of resources could fall under two different categories. These categories are the deployment of DRTF resources due to a state activation through MSU or the deployment of DRTF resources to support mutual aid in or out of district as determined by the DPC. If a state activation is the purpose for deployment, assessment of the situation and the need for resources will be completed by the state EOC.

A local deployment of resources supporting mutual aid is the purpose for deploying resources, assessment and resource requirements may be completed jointly by local Incident Commander (IC), the EMA Director and the DRTF Commander and then deploy necessary resources to the incident site. A joint decision between the IC or EMA Director and the DRTF Commander shall be made concerning the scope of support to be provided. Since the entire DRTF may not be required, only the specialized teams that are required will be tasked. If only incident command support is required, the DRTF should assemble and provide the local IC with support from the AHIMT. If only equipment is required, the DRTF Commander should identify the most expeditious travel route to the event and begin movement of necessary equipment to the site. Some DRTF personnel should remain with the equipment to ensure accountability. In most cases, the DRTF should stage forward to an adjacent jurisdiction from which it can operate unencumbered and not impede local authorities. Upon arrival, the DRTF Commander should establish contact with the local IC to conduct an assessment of the situation. Part of the assessment should be the following general support requirements:

- Immediate safety considerations
- Incident response objectives
- Critical mission and task identifications
- Property protection
- Perimeter security
- Communications

Incident Command System

All DRTF operations will be NIMS compliant and will utilize the ICS to manage the incident. Management and coordination of DRTF response operations is the responsibility of the DRTF Commander and/or the AHIMT.

Management of DRTF Response Operations

Management of the DRTF during daily or administrative activities should be facilitated by the DRTF Commander. Once activated task force specific operations may be conducted by the DRTF Commander and/or the All Hazard Incident Management Team depending on the incident. If only individual elements of the DRTF have been deployed, the DRTF Commander may be able to handle DRTF management responsibilities. If the entire task force is activated and is to be implemented on-scene as an individual command, then the AHIMT core element may participate in task force specific management responsibilities and incident specific management responsibilities. If the DRTF is to be splintered into different pre-existing Incident Command organizations, then the DRTF Commander should manage task force specific management responsibilities from a central location such as the County EOC of the affected jurisdiction.

Demobilization

The DRTF Commander, in consultation with local IC, should establish criteria for determining when critical tasks have been completed and incident response objectives have been met. Once the DRTF is released from duty, the Logistics Chief should be responsible for conducting an exit inventory, accounting for all equipment and the re-supply of expendable items.

Convoy Operations

During mobilization and demobilization, DRTF elements should maneuver to and from incident locations utilizing convoy operations. Elements should muster at a defined mustering location and maneuver to the incident reporting location in a convoy. During demobilization, after released units have conducted an appropriate check-out, elements should convoy back to a demobilization point per the developed demobilization plan. A convoy operations guide will be developed by IDHS which will define and standardize convoy operations.

Planning

Planning is the cornerstone of methodical and calculated progression. It will be incumbent on all entities involved with the DRTF to participate in planning initiatives to define the desired end state of their DRTF and the steps needed to be taken to get there. The following are examples of planning documents that should be created:

District Task Force Strategic Development Plan

Each district should develop a strategic plan which will define how their district will approach and facilitate the development of their DRTF, what components will make up their DRTF and in what order. It should also address who will participate in the DRTF and a variety of other district specific issues. IDHS will provide a template for this plan.

Memorandums of Understanding (MOU)

Memorandums of Understanding should be created to govern the relationship between DRTF members, the parent organization, and any other employers involved. The MOU will need to address conflicts found during planning, training, exercise, response, and recovery evolutions.

Mutual Aid Agreements (MAA)

A DPC may decide to draft and submit to its member jurisdictions a district level mutual aid agreement to better define how the member jurisdictions may request assistance from other member jurisdictions within the district including district task force elements. The DPC will also be the body that will determine how the district task force may be called upon by a jurisdiction from another district and the terms and conditions under which such a deployment may be made.

Mobilization Plan

A mobilization plan should be created for each DRTF that will define specific actions for DRTF members from point of notification, to equipment pick-up and mustering, to response.

Demobilization Plan

Each DRTF should have a demobilization plan which describes the out-processing procedures, equipment checks, accountability and documentation.

Standard Operating Procedures (SOP's)

Each DRTF should develop its own SOP's to govern the way it operates and functions.

Logistics

A DRTF-B is not expected to have logistical support equipment beyond 24 hours. The operational logistic support should need to be provided by the requesting jurisdiction or state. A DRTF-I is expected to have self-sufficient logistical support for 72 hours. Beyond 72 hours, food, water, lodging, etc, should be provided by the requesting jurisdiction or the state. A DRTF-A is expected to be completely self-sufficient.

Administratively, logistical issues will also need to be defined requiring DRTF response and support equipment to be accounted for and properly maintained at all times. All equipment will also need to be accessible for deployment 24 hours a day, seven days a week. The DRTF Commander should maintain an inventory of all DRTF equipment.

Communications

Effective interoperable communications are a significant requirement of the DRTFs. Since the DRTFs consist of members from multiple jurisdictions, multiple disciplines, and are intended to respond to different districts', the ability to communicate on a common platform is paramount. Each DRTF should obtain communications interoperability equipment and have team members that have completed the Communication's Unit Leader Course. Each DRTF should develop a tactical communications interoperability plan based on guidance from IDHS.

Response Equipment

Response equipment refers to any equipment that would be used to support tactical operations such as radios, tools, personal protective equipment, and weapons. A list of base equipment for each core element can be found in the appendices at the end of this document.

Support Equipment

Support equipment refers to equipment that is utilized for self sustainment. This includes equipment like tents, water buffalos, port-a-johns, cots, food kitchens, meals ready to eat, etc. A list of minimum DRTF support equipment can be found in the appendices section.

Gap Analysis

Each year, DRTF Commanders should conduct a gap analysis on both training and equipment. Commanders should review DRTF member training records and compare to minimum DRTF training standards. The gap analysis process will identify training needs for the next year. Likewise, the DRTF Commander should compare available equipment to the minimum required DRTF equipment for each core element each year. The results should acknowledge equipment needs for the following year. The gap analysis process is significant because it will drive spending for training and equipment on a repetitive basis to ensure grant funds are spent to sustain and increase capabilities and functionality.

IDHS will work with the Western Community Policing Institute to provide a USDHS funded course for each district called "The Leaders Role in Creating a Vigilant, Prepared, and resilient Community for Homeland Security." This course teaches the fundamentals of a community gap analysis. The target audience of this six hour course would be DPOC members, DPC members, and DRTF leadership.

Finance and Administration

Administration

Administrative activities will greatly depend on the DRTF Commander. The DRTF Commander should facilitate the collection of all organizational paperwork and documentation. Some of the key tasks the DRTF Commander should complete are:

- Team member roster (Standardized roster template may be found in the MSU guidance)
- Table of organization (manpower and equipment)
- Equipment inventory
- Team member training certifications
- Mobile Support Unit documentation

Membership

Membership on the Task Force is open to all qualified applicants for the position they desire. An ideal candidate should have the following characteristics:

- Good physical health
- Has adequate health insurance (Must have Health and Disability Insurance)
- Is a public employee or volunteer
- May be absent from employment for up to two weeks with the employers support
- Stable family situation
- Completed ICS 100, 200, and 700

Finance

Funding DRTFs requires a collaborative effort on all parties from the following entities:

- IDHS
- Districts
- County jurisdictions
- Municipal jurisdictions
- Response entities
- Private partnerships
- Employers of team members

IDHS will allocate grant funding, as available, to be spent on district initiatives to include DRTFs. IDHS would ask that participating jurisdictions and response entities also consider funding that will support their jurisdiction / agency and the DRTF simultaneously. Additionally, DPCs should identify opportunities where grant funds can support training, exercise, and equipment needs of the DRTF. DPCs should also consider incorporating funding partnerships with participating private sector entities. Finally, team member employers should be cognizant that if the DRTF is mobilized as part of a mutual aid agreement, funding salary reimbursement is subject to each district's established mutual aid agreement. If the DRTF is mobilized as a state MSU, the state may only fund the salary of the team member. This may require the employer to backfill the mobilized team members' position (if warranted) which cannot be covered for reimbursement by state funds at this time. Activation reimbursements are dictated by the situation. To the extent possible, IDHS will outline allowable reimbursement costs prior to the activation process and the district being activated will decide if they are willing to activate their DRTF as an MSU for the state.

Backfill

IDHS has recognized that significant concern exists over the need for backfill reimbursement for deployed personnel. IDHS will continue to explore options that will meet the needs, rules, and regulations of the state and simultaneously meet the needs of local agencies and employers.

Compensation for Time

Another significant concern that has been acknowledged by IDHS are issues pertaining to how compensation will be reimbursed. Although no formal guidance to this issue has been established and each activation will be unique, a general model similar to that used in wildland firefighting will be utilized. This generally means responders will be paid for time worked or in staging but will not be reimbursed for time out of service or off duty.

Budget / Grants

In most cases, grant funding from IDHS will be done through the established district fiscal agent. IDHS has identified the district concept and DRTF initiative as a priority. As such, portions of or all of the following grants support these priorities:

2006 Grants

District Planning Council Grants	$500,000.00
Exercise Grants	$956,856.04
Regional Command Posts	$2,177,773.35
DRTF Search & Rescue Equipment	$496,915.89
District Swift Water Rescue Training	$30,000.00
District Technical Rescue Training	$499,280.00
District EMS Training	$375,000.00
District Planning Council Guidance	$417,288.00
2006 Total	$5,453,113.28

2007 Grants

District Planning Council Administrators	$362,200.00
District Task Force Equipment	$1,116,000.00
Exercise Grants	$550,000.00
District Training	$530,000.00
District ICS / NIMS Training	$53,750.00
District Technical Rescue Training	$149,261.00
District WMD / HAZMAT Training	$144,095.00
District EMS Training	$350,000.00
2007 Total	$3,255,306.00

2008 Grants

District Planning Council Administrators	$500,000.00
Local Inter Ops Allocation	$5,350,000.00
Exercise Grants	$1,000,000.00
2008 Totals	$6,850,000.00

The total of 2006 – 2008 funding toward district initiatives is $15,558,419.28. (NOTE: These figures do not reflect any Emergency Management Performance Grant Funding that may have supported district initiatives.) These grants are all currently active grants that continue to support the district concept. Additionally, the 2009 submission for grants is currently pending. Any award resulting from 2009 grants has not be recorded in this plan.

Training and Exercise

IDHS will be providing training opportunities through various means. Funds are allocated to districts for training initiatives. IDHS provides training to support district initiatives. IDHS sponsors members of the Domestic Preparedness Consortium to provide training for districts also. This training is being provided at multiple levels to ensure the training requirements of DRTF personnel are met. Training will focus on the following topics:

- Incident Command System
- Incident management
- Logistics training
- Emergency Medical training
- Fire Suppression Group training
- Law Enforcement Response Group training
- DPC selected Supplementary Element training

Exercises are equally important in the development of DRTFs. Exercises are intended to evaluate the capabilities being developed with the DRTFs. Additionally, exercises should evaluate district plans, policies and procedures used in the operation of the DRTFs. Finally, exercises provide a learning environment where DRTFs can simulate operational conditions and learn how to work as a task force.

Training and exercise needs will be identified at each district's Training and Exercise Planning Workshop. These workshops will define the need and plan out the conduct of training courses and exercises.

DRTF Seminars were conducted by IDHS in the first half of 2009. These seminars will cover the strategic development of DRTFs and discuss how districts should approach the formation of their DRTFs.

DRTF Workshops will be conducted in the second half of 2009. These workshops will cover the operational guidelines for DRTFs and begin the foundation of DRTF plans, policies and procedures.

In 2010, each DRTF should develop and conduct a table top exercise focused on a DRTF deployment. This exercise should be the kick-off preparations for the conduct of DRTF Full Scale Deployment exercises with all DRTFs completing an exercise deployment as scheduled by the IDHS Training Division during 2011 and 2012.

Metrics

Metrics are the measure of success for each DRTF. The objectives beginning on page 9 are the benchmarks to success. The following metrics evaluate whether objectives have been effective and verify that a capability has been established.

DRTF Common Metrics

Each DRTF has a point(s) of activation.	Yes / No
Each DRTF can muster at a central location within 12 hours of activation.	Yes / No
Each DRTF has plans, policies and procedures for convoy operations to an incident.	Yes / No
Each DRTF can interface with an existing incident command organization and conduct response operations utilizing the incident command system.	Yes / No
Each DRTF can splinter its elements and those elements can interface with multiple incident command structures to conduct response operations utilizing the incident Command system.	Yes / No
Plans, policies and procedures include a formal process for activating AHIMTs for large and complex events.	Yes/No
Plans, policies and procedures address establishing incident command. (e.g., IC posts, staging areas, command and general staff)	Yes/No
Plans, policies and procedures address communication requirements. (e.g., maintaining communications with DRTF units, dispatching centers, EOC)	Yes/No
Plans, policies and procedures address demobilization of DRTFs. (e.g., transition from IC to recovery management, incident resources are returned to normal service)	Yes/No
DRTFs are equipped with processes and/or technologies to maintain accountability of deployed resources and personnel.	Yes/No

Plans, policies and procedures are NIMS compliant and support multi-agency response operations.	Yes/No
A records management system is in place (or is accessible) to order, track and assign DRTF resources.	Yes/No
100 percent of team members with training on how ICS will be applied.	Yes/No
100 percent of personnel trained and exercised on incident command and management protocols and procedures in compliance with NIMS.	Yes/No
Personnel have had experience (e.g.,. through exercises) in activating and implementing onsite incident command operations.	Yes/No
Frequency with which resources are tracked and managed from arrival on scene or at staging area until release.	Continuous
Within 30 minutes communications are established with appropriate local, state and Federal response entities upon on scene arrival.	Yes/No
Demobilization is implemented in accordance with demobilization plan.	Yes/No
DRTF resources are returned to normal service when no longer needed.	Yes/No

All Hazard Incident Management Team Metrics

All Hazard Incident Management Team Metrics plans, policies and procedures include a formal process for activating AHIMTs for large and complex events.	Yes/No
Plans, policies and procedures address establishing incident command. (e.g., IC posts, staging areas, command and general staff)	Yes/No
Plans, policies and procedures address the process for developing an incident action plan. (e.g. to establish priorities, procedures, actions to meet incident objectives)	Yes/No
Plans, policies and procedures address command management. (e.g., transitioning from Incident Command to Unified Command, interface with	

agency administrators like municipal executives)	Yes/No
Plans, policies and procedures address communication requirements. (e.g., maintaining communications with responding units, dispatching centers, EOC)	Yes/No
Plans, policies and procedures address demobilization of onsite incident Management. (e.g., transition from IC to recovery management, incident resources are returned to normal service)	Yes/No
Incident Command Post is equipped with processes and/or technologies to maintain accountability of deployed resources and personnel.	Yes/No
Standard Operating Procedure (SOP) is in place to provide Incident Commander with observation trips for aerial view or satellite imaging of incident.	Yes/No
Plans, policies and procedures are NIMS compliant and support multi-agency response operations.	Yes/No
Electronic personnel tracking system is in place with ability to transmit personnel information to State EOC.	Yes/No
Command Post is equipped with ability to receive information from Command and General Staff and participating agencies and transmit IAPs and other documentation.	Yes/No
A records management system is in place (or is accessible) to order, track, and assign incident resources and to identify personnel who need training.	Yes/No
Plans, policies and procedures include processes for ensuring the safety, security, structural integrity, and self-sufficiency of facilities used for onsite incident management facilities.	Yes/No
100 percent of team members with training on how ICS will be applied.	Yes/No
100 percent of personnel trained and exercised on incident command and management protocols and procedures in compliance with NIMS.	Yes/No
Personnel have had experience (e.g.,. through exercises) in activating and implementing onsite incident command operations.	Yes/No

Within five minutes additional resources are requested following initial scene assessment. Yes/No

Frequency with which resources are tracked and managed from arrival on scene or at staging area until release. Continuous

Within 30 minutes communications are established with appropriate local, state And Federal response entities upon on scene arrival. Yes/No

Within 30 minutes the Incident Commander designates command and general staff, dependent upon complexity and scope of incident. Yes/No

Command is successfully transferred to incident command organization able to manage the level of complexity and achieve the incident objectives.
Yes/No

Initial incident priorities and objectives are effectively communicated. Yes/No

Within 12 hours an Incident Action Plan (IAP) is developed and approved. Yes/No

Incident Action Plan (IAP) incorporates Incident Command System (ICS) management structures in accordance with the National Incident Management System (NIMS). Yes/No

IAP clearly states measurable incident objectives and communicates strategies and tactics required to fulfill the incident objectives throughout the entire operational period. Yes/No

Within 30 minutes the IAP is shared with other agencies and organizations at each operations briefing. Yes/No

Formal operational briefings are conducted at the start of each operational period. Yes/No

Incident objectives are accomplished through strategic and tactical actions. Yes/No

Potentially impacted areas are considered. Yes/No

IAP is re-assessed, revised, distributed, and briefed at least at the start of each new operational period. Yes/No

All on-site management activities are coordinated through the Incident Command System (ICS).	Yes/No
Demobilization is implemented in accordance with demobilization plan.	Yes/No
Effective transition is made from the on-site Incident Commander to recovery manager.	Yes/No
Incident resources are returned to normal service when no longer needed.	Yes/No

Emergency Medical Group Metrics

Written protocols approved by medical control for EMS assessment, triage, transport, and tracking of patients during a catastrophic event are in place.	Yes / No
EMS plans address patient and resource transportation. (i.e. helicopters and Corresponding landing zone, ambulances and en route health care providers)	Yes/No
Written plans and procedures for coordination of the local EMS system with the National Disaster Medical System are in place.	Yes/No
Compatible communications equipment and communications radio frequency plans are in place for command and control dispatch procedures for task force operations.	Yes/No
Percent of field responders who received training on dispatch, triage, treatment, and transport protocols and procedures.	80%
Time in which medical coordination of on-scene EMS system personnel and other health resources is provided.	Within 30 minutes from initial units arrival on scene
Time in which medical coordination of public health services, hospitals, and healthcare providers is provided.	Within 60 minutes from the establishment of Medical Command

Time in which patients are transported .	Within 2 hours from initial units arrival on scene
Time in which mass casualty patient transportation is coordinated with appropriate treatment facility.	Within 30 minutes from EMS Transportation/ Communications Officer arrival
Protocols are in place that address return to service of transport vehicles. (e.g., decontamination, stocking, and personnel)	Yes/No

Hazardous Materials Team

WMD/HazMat Response and Decontamination plans are based on a formal assessment of risks and vulnerabilities.	Yes/No
Risk analysis is completed for potential hazmat vulnerabilities, including fixed facilities and transportation-related emergencies.	Yes/No
Hazmat personnel are equipped and trained for weather prediction and hazard pluming.	Yes/No
Redundant hazmat response teams and equipment are available (or accessible through mutual aid agreements) to provide resiliency in the event of a large-scale incident.	Yes/No
WMD/HazMat plans address substance identification equipment. (e.g. bases, vapors, liquids, solids, biologicals like white powder)	Yes/No
WMD/HazMat plans address personnel needs. (e.g. work/rest cycles, medical, psychological, financial assistance, etc)	Yes/No
WMD/HazMat plans address demobilization. (e.g. debrief personnel, repackage equipment)	Yes/No
Jurisdiction's hazmat team(s) has current protocol to coordinate with emergency medical services (EMS) on victim care post-decontamination. (identification of substance, administration of antidotes, etc.)	Yes/No
Jurisdiction's hazmat team(s) has current protocol to coordinate with	

law enforcement for evidence collection and crime scene control.	Yes/No
Emergency response and command vehicles and Incident Command Posts are equipped with Emergency Response Guidebook, NIOSH pocket guidebook, and discipline-related references relevant to the region.	Yes/No
Percent of first responders assigned to hazmat operations that are trained to hazmat operations level. (in accordance with 1910.120 (g) or NFPA 472)	100%
Percent of personnel assigned to hazmat technician responsibilities who are trained to the hazmat technician level.(in accordance with 1910.120 (g) or NFPA 472)	100%
Percent of personnel assigned to hazmat specialist responsibilities who are trained to the hazmat specialist level. (in accordance with 1910.120 (g) or NFPA 472)	100%
Percent of personnel assigned to manage hazmat who are trained to hazmat management level. (in accordance with 1910.120 (g), NFPA 471 and NFPA 472) for detection equipment, including flammability, toxicity, radiations, chemical warfare agents (CWAs) and biological.	100%
Percent of personnel assigned to manage hazmat who are trained to hazmat management level (in accordance with 1910.120 (g), NFPA 471 and NFPA 472) for substance identification equipment, for bases and vapors, liquids, solids and biologicals (white powder).	100%
Hazmat personnel are equipped and trained for weather prediction and hazard pluming.	Yes/No
Jurisdiction's hazmat team(s) trains regularly with EMS to ensure proper coordination of victim care post-decontamination. (identification of substance, administration of antidotes, etc.)	Yes/No
Hazmat team(s) trains regularly with law enforcement to ensure proper coordination for evidence collection and crime scene control.	Yes/No
Time in which area is isolated and public access is controlled.	Within 15 minutes from arrival on scene
Time in which hazardous materials or category involved are identified.	Within 30 minutes from arrival on scene

Time in which preliminary estimate of number of victims exposed to toxic/hazardous material and source identification is obtained.	Within 2 hours from arrival on scene
Time in which the at-risk population is identified and protective action recommendations are made.	Within 1 hour from arrival on scene
Time in which the WMD/hazmat elements of the overall IAP are Developed.	Within 1 hour from arrival on scene
Time in which contaminated victims are rescued from contaminated area.	Within 2 hours from arrival on scene
Time in which implementation of initial action plan and objectives are Initiated.	Within 4 hours from arrival on scene
Time in which hazmat/WMD contamination is contained.	Within 12 hours from arrival on scene
Time in which technical decontamination of first responders on-site is Performed. (depending on substance)	Within 2 hours from end of work period
Time in which technical decontamination of facilities and equipment is Performed.	Within 24 hours from end of work period
Time in which equipment cache is re-inventoried and packaged for Transport.	Within 12 hours from start of demobilization process

Search and Rescue

Federal, state, regional, and local SAR Capabilities are NIMS Compliant.	Yes/No
SAR plans are integrated with the incident management structure. (e.g. USAR teams coordinated with fatality management and EMS resources).	Yes/No
Time in which regional SAR capability arrives on-scene.	Within 12 hours from activation

Percent of accountability for team equipment/supplies maintained.	100%
Percent of deployable SAR capability that can sustain its own operations for up to 72 hours without additional resources.	100%
Percent of assigned area searched.	100%
Time in which systematic search of an area affected by a large-scale emergency is initiated.	Within 30 minutes from operations briefing
Percent of ambulatory victims directed to safe assembly point.	100%
Frequency with which updated situation and resource status report is provided. (including after major change in conditions)	Every 30 minutes
Percent of dangerous conditions affecting extrication mitigated to allow worker and victim safety in accordance with SOP.	100%
Frequency with which updated situation and resource status report is provided. (including after major change in conditions)	Every 30 minutes
Percent of located victims extricated.	100%
Percent of victims whose standard of care is maintained according to local medical protocols.	100%
Percent of time resources were identified to transfer patient to more definitive medical care.	100%
Time in which equipment cache is re-inventoried and packaged for transport.	Within 12 hours from start of demobilization

Law Enforcement Response Group

Interoperable communications plans with all necessary parties are in place.	Yes/No
Plans for providing security for the public and properties on and around an incident site are in place.	Yes/No
Plans incorporate the anticipated security demands of government,	

non-government, and private sector stakeholders.	Yes/No
Plans for supporting public safety in and around an incident site are in place.	Yes/No
Plans include establishment of staging areas for law enforcement prior to entering site.	Yes/No
Systems are in place or available to maintain accountability of personnel, track hot zone locations, and track resources.	Yes/No
Plans identify and provide for the resources necessary to maintain operations in an "all hazards" environment. (e.g., electrical generators, personal protective equipment, communications equipment, etc.)	Yes/No
Plans address demobilization of public safety operations. (replenishing supplies, re-assigning personnel)	Yes/No
Time in which sufficient relief personnel are deployed to maintain public safety throughout a long-term incident. (relief needed is estimated at 50 percent of total uniformed (patrol) staffing of a jurisdiction having primary responsibility for the incident)	Within 12 to 15 hours from initial deployment
Accountability is maintained, hot zone locations are track, and resources are tracked.	Yes/No
Time in which sufficient personnel to perform public safety and security duties are deployed. *Small local incidents: use on-duty and mutual aid personnel* *Large-scale incidents: Target should be equal to 50 percent of total uniformed (patrol) staffing of jurisdiction having primary responsibility for the incident*	Within 12 hours from initial activation
Percent of responding public safety personnel who are self-sufficient (bring their own sleeping/eating/ restocking supplies) for a period up to 7 days.	100%

Time in which the incident site is secured.	Within 30 minutes from initial units arrival on scene
Hot, warm, and cold zones are identified and segregated.	Yes/No
On scene personnel accountability system is implemented.	Yes/No
Percent of incident site control zones/points that are clearly identified and staffed.	100%
Perimeter zones are coordinated jointly by hazardous materials personnel, fire/rescue, and law enforcement.	Yes/No
Time in which all traffic control and alternative ingress/egress routes are identified and staffed.	Within 30 minutes from initial units arrival on scene
Percent of new or secondary injuries to the public and first responders at or around the incident site.	0%
Time in which prisoner transport is coordinated and established.	Within 2 hours from arrest

Conclusion

The DRTF concept will provide specialized assets which can be shared at the local, district, state, and federal levels. This provides an unprecedented opportunity to improve disaster response, be fiscally conservative and protect the citizens of the state. It must be a collaborative effort at all levels and owned by the districts. Failing to construct the DRTFs will result in squandered funds at all levels of government and hinder response operations. The DRTF initiative is an emerging best practice that should be capitalized upon.